



## Goddard Space Flight Center Records Transfer

FROM: Name of Person Retiring Records				Telephone		Send Signed Original to:  Records Management Office Code 271 Telephone: 301-286-4157	
Name of Office Where Records Originated				Code			
Typed Name and Signature of Branch Head				Date			
Typed Name of Records Liaison Officer (RLO)				Date		Signature of RLO	
<b>Identification of Boxes To Be Picked Up</b>						<b>NASA Records Control Schedule</b>	
Building	Room	Accession Number	No. of Boxes	Number	Item	Disposal Date	
<b>BOX NO.</b>	<b>DESCRIPTION OF RECORDS</b> (Project Title and Record Type)					<b>DATES OF RECORDS</b>	

# RECORDS

## INTRODUCTION

The National Archives and Records Administration (NARA) provides Federal Property Management Regulations (FPMR) 101-11 for the official records of all agencies.

NPR 1441.1, NASA Records Retention Schedule, provides guidance on records retention, retirement, and destruction of all NASA records.

## GSFC RECORDS TRANSFER

Inactive records can be transferred to the Washington National Records Center (WNRC) in Suitland, Maryland. The length of time the records are stored is determined by the applicable schedule in NPR 1441.1 or the General Records Schedule, FPMR 101-11.4. Inactive records having a required retention period of three years or longer should be transferred to the WNRC for cost effective storage until final disposition.

Contact the GSFC Records Management Office at 286-4157 for assistance on the records transfer process.

1. Determine how many boxes you will need. A file drawer of paper records will fill about 2 boxes.
2. Use the GSFC 20-7, Stores Stock Requisition form to order NARA approved records storage boxes. To order standard sized boxes (10" x 12" x 15") use Stock No. 8115-00-117-8249; to order half sized box use Stock No. 8115-00-117-8338
3. Download the GSFC Form 22-41, GSFC Records Transfer from the GDMS website (<http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp>) and call 286-4157 to get an accession number for each transfer. Complete a separate GSFC 22-41, for each series of records (group of related records covered by the same item in the retention schedule)..
4. List the box number and the contents of each box separately on the transfer form (pack only one record series in a single box. Describe the records using the record series title and a shortened version of the description stated in NRRS 1441.1 as an overall description, then include other descriptors (i.e. contract numbers, document numbers/titles, etc.) Always include the project name when transferring project records. If using an acronym, spell it out once, then abbreviate. In the "DATES OF RECORDS" column, identify the inclusive dates of the records (1/78 – 12/78, or 1972 – 1977). Provide the complete address and contact information, if the boxes are located off-site. Use plain bond paper for continuation sheets; include the accession on each page, number all pages, and continue listing the box no., description and dates of the records, similar to the columns on the GSFC 22-41. The GSFC must be signed by a Branch Head or higher and your Directorate Records Liaison Officer, who will in turn send it to Code 271 for processing.
5. Using a felt tip pen, write "CRN:" followed by the accession number above the pre-printed word "FRONT" on the short end of each box. Fill in the number of the boxes, 1 of 10, 2 of 10, 3 of 10, etc. in the pre-printed block on the top right-hand corner of the short end of each box.

Upon receipt of the original GSFC 22-41 and approval by the WNRC, the Transportation Center will be notified to pick up your boxes for delivery to the WNRC.